



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**REGION VI**  
1445 Ross Avenue  
Dallas, TX 75202

August 31, 2010

**MEMORANDUM**

**SUBJECT:** Gulfco Marine Maintenance  
IGCE for EE/CA Revision 0  
Assumptions Used for IGCE  
EPA Region 6 Remedial Action Contract  
Contract: EP-W-06-004

**FROM:** Gary Miller (6SF-RA)  
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**THRU:** Rena McClurg  
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**TO:** Michael Pheeny  
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Please see the attached Statement of Work (SOW) Revision No. 0, and Independent Government Cost Estimate (IGCE) for the Engineering Evaluation and Cost Analysis (EE/CA) at the Gulfco Marine Maintenance Site, Freeport, Texas. Following are the assumptions and rationale used for developing the IGCE:

The total IGCE cost estimate for this task order is \$187,967.12 with 1535 total labor hours. The costs in the IGCE have been prepared based on estimates made by me and historic costs on previous work that Region 6 RAC contractors have provided for EPA Region 6 on a variety of projects.

**Task 1 – Work Planning**

**WBS: 1**

This task is required for the contractor to manage the project for the duration of the Task Order (TO) which is anticipated to last at least 9 months (September 2010 – May 2011).

## **Assumptions**

### **Task 1.1 Work Plan**

This subtask consists of the initial work plan development, negotiation, and subsequent EPA approval of the work plan and there are no direct labor charges. Although no amendment is expected during the period of performance (POP), as a contingency an amendment may be required due to the uncertainties in the nature and extent of contamination. If this were to occur there will be some effort required by the contractor to amend the work plan. The total labor estimate for preparation of the contingent work plan is 40 hours, including 15 hours for a project manager and 25 hours for other technical, administrative, and clerical staff. The estimate for this effort is based on historic data on other task orders.

### **Task 1.2 Site-Specific Plans**

Site plans such as a Health and Safety Plan and a Sampling and Analysis Plan will be prepared for the project. EPA expects a typical level of effort in creating these plans. The labor estimate for the Health and Safety Plan is 35 hours based on 5 hours for a senior engineer/scientist, 20 hours for a mid-level engineer/scientist, 5 hours for the project manager, and 5 hours for CADD and technical personnel support. The Sampling and Analysis Plan will be updated throughout the project and the labor estimate is 85 total hours based on 30 hours for a senior engineer/scientist, 25 hours for a mid-level engineer/scientist, 10 hours for a junior engineer/scientist, 5 hours for a risk assessor, 5 hours for a project manager, and 10 hours for CADD support. The total labor estimate for this subtask is 120 hours.

### **Task 1.4 Project Management**

The task order period of performance (POP) is for 9 months (Sep 2010 – May 2011). The labor estimate for the preparation of the monthly progress reports, tracking costs and project activities, and communicating with the EPA TOM is 118 hours based on the Project Manager spending an average of 5 hours per month, support personnel including technical and administrative staff spending an equivalent of 7 hours per month on this task and Senior Reviewer spending 10 hours over the POP. For review of existing data, the labor estimate of 25 hours based on 10 hours for a senior engineer/scientist, 10 hours for a mid-level engineer/scientist, and 5 hours for a risk assessor. The total labor estimate for this subtask is 143 hours.

### **Task 1.5 Project Initiation**

The subtask consists of the preparation and submittal of technical memorandum for the conceptual site model, response action scenarios, exposure pathways, and ARARs. The total labor estimate for Project Initiation is 58 hours based on 15 hours for a senior engineer/scientist, 15 hours for a mid-level engineer/scientist, 5 hours for a junior engineer/scientist, 15 hours for a risk assessor, and 8 hours for CADD and GIS/IT.

<b>Sub Task Number</b>	<b>Sub Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
1.1	Work Plan Amendment	40	
1.2	Prepare Site Plans	120	
1.4	Monthly Progress Reports and daily project tracking	143	
1.5	Project Initiation	58	
	Total	361	\$37,330.20

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor applicable G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 2 – Community Involvement**

**WBS: 2**

### **Assumptions**

This task includes providing public meeting and/or open house support, preparing fact sheets, and publishing a public notice in newspapers. One open house, one newspaper notice, and two fact sheets are assumed for budget purposes. The total labor estimate for this task is 75 hours based on 5 hours for a senior engineer/scientist, 15 hours for a mid-level engineer/scientist, 10 hours for a junior engineer/scientist, 5 hours for the project manager, and 40 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Task Number</b>	<b>Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
2.0	Community support	75	
Total		75	\$8,170.40

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor applicable G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 3 – Field Investigation/Data Acquisition**

**WBS: 3**

### **Assumptions**

This task consists of locating and setup of the field infrastructure and any utilities, soil borings through the former impoundment cap, soil/sediment sampling, managing investigation derived

waste, and an ecological resources reconnaissance. Three test borings in the cap with permeability analysis, and eight soil/sediment samples are assumed for budget purposes. The labor estimate for this task is 192 hours based on 20 hours for a senior engineer/scientist, 75 hours for a mid-level engineer/scientist, 20 hours for a junior engineer/scientist, 30 hours for a risk assessor, 5 hours for the project manager, and 42 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

**Subcontract and ODC costs:**

Permeability testing: 3 tests at \$500 per test.

Field sampling supplies: 2 events at \$500 per event.

Waste characterization and disposal: 3 events at \$400 per event.

Sub Task Number	Sub Task Name	Estimated Labor Hours <sup>1</sup>	Estimated Cost <sup>2,3</sup>
3.0	Mobilization, borings, sampling, and ecological recon.	192	
	Permeability testing subcontract		\$1,500
	Soil sampling - ODC		\$1,000
	Waste characterization & disposal		\$1,200
Total		192	\$24,965.28

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

**Task 4 – SAMPLE ANALYSIS (SN)**

**WBS: 4**

**Assumptions**

This task consists exclusively of performing sample analyses and producing analytical data; there are no associated labor hours included in this task. The following are the cost estimating assumptions:

1. There are no direct labor costs;
2. Samples analyses consist of standard SVOC, metals, and pesticides analyses.
3. SVOC analysis: 8 samples at \$350 per sample.
4. Metals analysis: 8 samples at \$200 per sample.
5. Pesticides analysis: 8 samples at \$350 per sample.

Sub Task Number	Sub Task Name	Estimated Labor Hours	Estimated Cost <sup>1</sup>
	SVOC analysis		\$2,800
	Metals analysis		\$1,600

	Pesticides analysis		\$2,800
Total		0	\$8,306.25

<sup>1</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

### **Task 5 – Analytical Support and Data Validation (AN)**

**WBS: 5**

#### **Assumptions**

This task consists of overseeing sample analysis, validating the analytical data, providing sample management, and reporting on data validation and usability. The labor hours assumes 24 analysis (8 sample locations, each with 3 analysis) at 5 hours each. The total labor estimate for this task is 120 hours based on 25 hours for a senior engineer/scientist, 35 hours for a mid-level engineer/scientist, 25 hours for a junior engineer/scientist, 10 hours for a risk assessor, 5 hours for the project manager, and 20 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Task Number</b>	<b>Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
5.0	Analytical support	120	
Total		120	\$11,447.95

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

### **Task 6 – Data Evaluation (DE)**

**WBS: 6**

#### **Assumptions**

This task consists of compiling, reducing, and tabulating the analytical and field data and providing the data in appropriate formats. The labor hours assumes 24 analysis (8 sample locations, each with 3 analysis) at 3 hours each. The total labor estimate for this task is 72 hours based on 10 hours for a senior engineer/scientist, 30 hours for a mid-level engineer/scientist, 5 hours for a risk assessor, 5 hours for the project manager, and 22 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Task Number</b>	<b>Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
6.0	Data evaluation	72	
Total		72	\$7,001.39

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 7 – Risk Evaluation**

**WBS: 7**

### **Assumptions**

This task consists of conducting a streamlined ecological risk evaluation. A human health risk evaluation will not be required. The results will be reported in the EE/CA Report and therefore a separate ecological risk evaluation report will not be required. The labor estimate for this task is 150 hours based on 30 hours for a senior engineer/scientist, 15 hours for a mid-level engineer/scientist, 75 hours for a risk assessor, 10 hours for the project manager, and 20 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Task Number</b>	<b>Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
7.0	Ecological risk evaluation	150	
Total		150	\$19,408.86

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 8 – Identification and Screening of Removal Alternatives (IS)**

**WBS: 8**

### **Assumptions**

This task consists of identifying and screening appropriate removal alternatives. The total labor estimate for this task is 60 hours based on 35 hours for a senior engineer/scientist, 10 hours for a mid-level engineer/scientist, 5 hours for a risk assessor, 5 hours for the project manager, and 5 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Task Number</b>	<b>Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
8.0	Removal alternatives identification	60	
Total		60	\$8,116.96

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 9 – Analysis of Removal Alternatives (AL)**

**WBS: 9**

## Assumptions

This task consists of assessing individual removal alternatives against the criteria of effectiveness, implementability and cost, in addition to comparative analysis of options. The labor estimate for this task is 85 hours based on 35 hours for a senior engineer/scientist, 25 hours for a mid-level engineer/scientist, 5 hours for a risk assessor, 10 hours for the project manager, and 10 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

Task Number	Task Name	Estimated Labor Hours <sup>1</sup>	Estimated Cost <sup>2,3</sup>
9.0	Removal alternatives analysis	85	
Total		85	\$11,069.76

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 10 – Engineering Evaluation/Cost Analysis Report (EE)**

**WBS: 10**

## Assumptions

This task consists of preparing findings after the data have been evaluated. The EE/CA Report will include a site characterization, a streamlined ecological risk evaluation, identification of the removal action objectives, identification of ARARs, and alternative identification and analysis. Draft and final reports will be required. It is anticipated that 190 hours will be required for the draft report and 50 hours will be required for the final report. The total labor estimate for this task is 240 hours based on 90 hours for a senior engineer/scientist, 40 hours for a mid-level engineer/scientist, 60 hours for a risk assessor, 15 hours for the project manager, and 35 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

Sub Task Number	Sub Task Name	Estimated Labor Hours <sup>1</sup>	Estimated Cost <sup>2,3</sup>
10.1	Draft EE/CA Report	190	
10.2	Final EE/CA Report	50	
	Total	240	\$31,867.15

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

## **Task 11 – Post EE/CA Support (PE)**

**WBS: 11**

**Assumptions:**

This task consists of performing activities subsequent to the EE/CA Report, including attending meetings and technical assistance in the preparation of the responsiveness summary and preliminary draft Action Memo (EPA will select the removal alternative). It is anticipated that the meeting support will include 10 hours, the responsiveness summary will require 20 hours, and the Action Memo will require 80 hours of support. The total labor estimate for this task is 120 hours based on 40 hours for a senior engineer/scientist, 20 hours for a mid-level engineer/scientist, 30 hours for a risk assessor, 10 hours for the project manager, and 20 hours for CADD and technical personnel support. The estimate for this effort is based on historic data on other task orders.

<b>Sub Task Number</b>	<b>Sub Task Name</b>	<b>Estimated Labor Hours<sup>1</sup></b>	<b>Estimated Cost<sup>2,3</sup></b>
11.1	Attend meeting	10	
11.2	Responsiveness summary	20	
11.3	Preliminary draft Action Memo	90	
Total		120	\$15,891.08

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.

**Task 12 – Administrative Record (AR)****WBS: 12****Assumptions:**

No costs - this task is not required.

**Task 13 – Task Order Closeout****WBS: 13****Assumptions**

**Subtask 13.1; 13.2; 13.3; 13.4:** Completion of task order closeout activities is anticipated to include 32 hours for clerical support, 18 hours for a project control specialist, and 5 hours for the project manager. The total labor estimate for this subtask is 55 hours.

**Subtask 13.5:** Preparation of the task order closeout report is estimated at 5 hours for the project manager.

<b>Sub Task</b>	<b>Sub Task Name</b>	<b>Estimated Labor</b>	<b>Estimated Cost<sup>2,3</sup></b>
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<b>Number</b>		<b>Hours<sup>1</sup></b>	
13.1; 13.2; 13.3; 13.4	Task order closeout activities	55	
13.5	Closeout Report	5	
Total		60	\$5,591.86

<sup>1</sup>This represents consolidated labor hours for each sub task. Please refer to IGCE for labor category breakdown. The estimate is based on historic labor hour utilization on Region 6 task orders.

<sup>2</sup>Costs are not broken down for each task as they are spread across several labor categories. Please refer to IGCE for specific labor category information.

<sup>3</sup>Total cost includes subcontractor G&A and Fee. Please refer to IGCE for breakdown of these items.